

Building Department
Culpeper County
302 N. Main Street
Culpeper, VA 22701
Culpepercounty.gov
(540) 727-3405 • FAX (540) 727-3461



PLAN SUBMISSION & APPLICATION COMMERCIAL

Please read & check off all that applies to your application.

Incomplete information can cause delay in the plan review process

Plans

- ☐ **Do not submit any plans without the appropriate permit application and administrative fees.**
- ☐ Administrative Fee is based on square footage of project and required at time of submission.
0-15,000 sq.ft. = \$75.00 +15,000 sq. ft. = \$250.00
- ☐ 24"X 36" Paper (11" x 17" minimum **if to scale**)
- ☐ 3 sets of plans/drawings.
- ☐ Plans must provide a Use Group, Construction Classification, Code Used & Designer Information with daytime contact telephone number.
- ☐ Registered Designer Professional's **original** seal (if applicable) signed and dated.
- ☐ Scale, 1/4", large projects 1/8" scale is acceptable, paper size must be consistent.
- ☐ Building envelope compliance with 2006 International Energy Compliance Code (I.E.C.C.) which is a Com-Check. \$802, \$502, respectively.
- ☐ Provide a Site Plan that has been presented to the Town or County; preferably an approved set.
- ☐ Water supply will be provided: ☐ Private (provide Health Dept. Operations Permit)
☐ County Public Water ☐ Town Public Water
- ☐ **Trade plans must be separated from building plans.** Sets of 3 i.e., 3 sets Build; 3 sets Elec; 3 sets Plumb; 3 sets Mech, etc.
- ☐ If submitting trade plans you must complete the appropriate Trade Application with the plans at time the plans are submitted along with the appropriate Administrative Fee (see item 2 above).

Permit Application

- ☐ **Town/County Zoning Permits must accompany building application.**
- ☐ Indicate the specific Code used in design of plans.
- ☐ Pre-work required for change of use.
- ☐ Demolition permit: asbestos abatement required for structures built prior to **January 1, 1985. (Residential House to be Commercial Use) For example, Use Group R1-R2**
- ☐ Special inspection requirements are available by contacting Senior Building Inspector at the following email INSPECT@culpepercounty.gov or calling (540) 727-3405, press option 7.
- ☐ Retaining walls supporting 24" or more of unbalanced fill.

Permit Tech Initials _____

COMMENTS FOR PLAN REVIEWER:

Office of the Building Official
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County COMMERCIAL BUILDING PERMIT APPLICATION

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Application must be filled out completely.

CODE USED

- ☐ 2006 IBC (International Bldg Code - Commercial)
- ☐ 2006 IPC (International Plumbing Code)
- ☐ 2006 IMC (International Mechanical Code)
- ☐ 2005 NEC (National Electrical Code)

Some Projects will require a pre-construction meeting prior to the issuance of the Building Permit. The Contact Person listed on the application will be notified in a timely manner once the permit has been approved.

Architect Or Engineer Information

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

All Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year (ex. 1960).

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.
Date: _____

Signature: _____

Representative/Agent Name _____

Owner Phone #: _____

Email Address: _____

Site Address: _____

Directions: _____

All Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class _____ Expiration: _____

Contract Amt\$ _____ Total Sq.Ft. _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

PHONE NUMBERS ARE REQUIRED

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

Completed by intake Permit Technician

☐ Contractor License verified _____ (P/T Initial)

IMPORTANT: It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to be responsible to schedule all necessary inspections and a final inspection will be necessary to close this permit.

► **Owner or Authorized Agent** _____ **Date** ____/____/____

► **Owner/Agent - Print Name** _____

SCOPE OF WORK

- | | |
|---|---|
| <input type="checkbox"/> New Building / New Construction | <input type="checkbox"/> Addition _____ |
| <input type="checkbox"/> Apt/Condo | <input type="checkbox"/> Alteration/Remodel _____ |
| <input type="checkbox"/> Industrialized (Modular) | <input type="checkbox"/> Repair/Replacement _____ |
| <input type="checkbox"/> Manufactured (Single/Doublewide Trailer) | <input type="checkbox"/> Demolition _____ |

Description of work in detail (please write legibly): _____

Maximum Occupant Load _____	Building Square Footage: _____	Est. Value \$ _____	Description, if applicable
Type of Construction	Type of Construction	Use Group	
Building Height	<input type="checkbox"/> 1A	<input type="checkbox"/> Assembly A- <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Building Area	<input type="checkbox"/> 1B	<input type="checkbox"/> Business B	
Number of Stories	<input type="checkbox"/> 2A	<input type="checkbox"/> Educational E	
Basement	<input type="checkbox"/> 2B	<input type="checkbox"/> Factory F- <input type="checkbox"/> 1 or <input type="checkbox"/> 2	
Fire Rating in Hours	<input type="checkbox"/> 3A	<input type="checkbox"/> High Hazard H- <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Sprinkler System	<input type="checkbox"/> 3B	<input type="checkbox"/> Institutional I- <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Alarm System	<input type="checkbox"/> 4	<input type="checkbox"/> Mercantile M	
Type of Wall Construction	<input type="checkbox"/> 5A	<input type="checkbox"/> Residential R- <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Wood Frame	<input type="checkbox"/> 5B	<input type="checkbox"/> Storage S- <input type="checkbox"/> 1 or <input type="checkbox"/> 2	
Masonry Bearing		<input type="checkbox"/> Utility (specify)	
Structural Steel			
Reinforced Concrete			
Other - Specify			

THIS SECTION COMPLETED BY PLAN REVIEW			Actual Sq. Ft.	Actual Permit Fee	Remarks
Permit Fee Schedule			PROVIDED BY PLAN REVIEWER	ADMINISTRATIVE USE ONLY	
Basement					
1 st Floor					
2 nd Floor					
3 rd Floor					
Swimming Pool		Ea. 300.00			
Other-specify					
Certificate of Occupancy		50.00			
Temp Cert. of Occupancy		50.00			
Plan Review Fee		250.00			
Plan Review Fee Minimum		125.00			
Pre-Work Fee		50.00			
Site Work		20.00			
Setback		20.00			
SUBTOTAL Building Fees				\$	
State Levy per USBC		2.0%			
LESS ADMIN. FEE		Pd _____		()	
TOTAL Building Fees				\$	
County Zoning		50.00			
County Site Plan		40.00			
Agreement in lieu of Plan		100.00			
TOTAL ALL FEES DUE				\$	

All Permits are subject to a 2.0% State Surcharge effective July 1, 2009.
Building Official reserves the right to assign fees not shown.

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA
CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING**

☐ OWNER (Acting as Contractor) - AFFIDAVIT

I _____ of (address) _____ affirm that I am the owner of a certain tract or parcel of land located at _____ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I understand that a contractor must be licensed as a **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a **Class A** contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Owner

Print Name

Date

☐ CONTRACTOR – AFFIDAVIT

I _____ of (address) _____ affirm that I have entered into a contract with (name and address of owner) _____ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) _____.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I understand that a contractor must be licensed as follows (please indicate your class); ☐ **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; ☐ **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and ☐ **Class A** contractor for any job of \$120,000 or more.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor/Authorized Agent

Print Name

Date